



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MENDOCINO  
CLASSIFICATION SPECIFICATION**



<b>CLASS TITLE</b>	<b>JUDICIAL SERVICES COORDINATOR</b>
<b>CLASS CODE</b>	<b>860006</b>
<b>REPORTS TO</b>	<b>ASSISTANT COURT EXECUTIVE OFFICER</b>
<b>FLSA STATUS</b>	<b>N</b>

**JOB SCOPE AND DISTINGUISHING FEATURES:**

This is a single level classification. Incumbents in this classification operate with limited direction and perform complex duties related to court and calendar functions. The primary responsibilities are to plan, organize, and participate in the work of the Superior Court; prepare and maintain the overall court calendar; and to perform related work as required and assigned. This single classification position requires a wide knowledge of legal processes, terminology, and functions of the Superior Court. Incumbents exercise considerable independent judgment and discretion in the performance of their duties, oversee difficult and complex legal clerical work, and complete other court-related duties as assigned. This position is distinguished from other clerical positions by the nature or specialization of assigned duties. No supervisory responsibilities are assigned to this classification.

Impact is significant and affects workflow and the quality or timeliness of internal/external customer service. Completes a broad variety of assignments, requiring high levels of coordination and influencing others outside of the department (e.g. coordination of court processes).

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plan, organize and coordinate court calendars, monitor daily case flow and reassign cases as needed to ensure timeliness and compliance with procedures.

Coordinate assignments of court reporters and interpreters.

Confer with attorneys and law enforcement representatives regarding case scheduling.

Make arrangements for visiting judges and coordinate accommodations; secure alternate courtroom space in other facilities as necessary.

Prepare a daily calendar for posting and arrange for court staff.

Compile data and prepare periodic statistical reports on case management.

Coordinator of delay reduction program to achieve timely completion of the court process and disposition of cases.

Courtroom Clerk duties as necessary.

**ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)**

Photocopies reports, citations, memos, and other documents.

Monitors availability of informational forms, applications and handouts.

May serve as backup for other positions within the department or other court locations.

Verifies and investigates reports and return mail; completes related searches and updates computer system.

Performs other related duties as assigned

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment and printers

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; **and**

Four to six years of progressively responsible related experience performing court services clerical/administrative support functions with three to four years of actual courtroom experience clerking all types of court calendars.

**Licenses and Certifications:**

Typing/keyboarding certificate, less than four years old, showing a minimum of 40 words per minute.

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Use of automated systems as used in information storage and document preparation, including use of specific court system;

California Rules of Court and Court Procedures;

All major court calendars and terminology of court related activities, documents, procedures, and judicial rules applicable to areas of assignment;

Modern office management methods and procedures;

Public and community relations.

Courtroom Clerking duties and responsibilities

## **KNOWLEDGE, SKILLS, AND ABILITIES (Continued):**

### **Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

### **Mental and Physical Abilities:**

Deal tactfully, courteously and professionally with staff, public, and others contacted in the course of business;

Plan, organize, and perform a wide variety of tasks related to court proceedings and calendaring;

Interpret and apply specific laws, rules and policies common to a court setting;

Adapt easily to changes within the court system;

Work with considerable independence and initiative, while exercising good judgment in recognizing the scope of authority.

Gather, organize, analyze, and present a variety of data and information.

Use a personal computer and software for word processing, legal documents, and work with specialized computer systems.

Be flexible, multiple task oriented and the ability to prioritize are a must.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

### **Working Conditions:**

Work is performed in an office and/or courtroom environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.